Virtual Meeting Notice Template

[Meeting Name]
Date - Gather: [Time] - End: [Time]

*Be sure to access the link about 10 minutes before the start of the meeting.*

Use the following link for the meeting: ______________________

If this will be your first time using the virtual meeting platform, please try the link at least twenty-four hours in advance to ensure there are no technical problems. If you need assistance before or during the meeting, contact our moderator: [moderator name, telephone, email].

Meeting’s Purpose
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Expected Products
•

Proposed Agenda
[Time] Gather
[Time] Start
  A. Getting starting
  B. [Agenda item]
  C. [Agenda item]
  D. [Agenda item]
  E. [Agenda item]
  F. Review and next steps
  G. Evaluation and Close
[Time] End

Invited Attendees
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In Advance
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Bring to the Meeting
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